

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that all youths entering a residential facility receive screening and comprehensive behavioral health assessments as needed.

**PURPOSE**

This policy sets forth guidelines for staff in conducting in-depth, timely administered, effective and comprehensive behavioral health assessments of youth as needed to identify the need and ensure the timely provision of this treatment.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to the provision of behavioral health services in BJJ facilities and programs. At a minimum, these SOPs must contain the following requirements:

**Need for  
Assessment**

A comprehensive mental health assessment (completed within seven (7) days) and/or substance abuse assessment (or update, completed within fourteen (14) days) when:

- An initial screening has identified a potential mental health or substance abuse problem that warrants a more in-depth assessment.
- It has been clinically determined that further assessment is required.
- The youth exhibits behavior indicative of acute psychological distress, serious emotional disturbance, mental illness or substance abuse impairment.

- When mental health assessment or treatment is directed by court order.

### **Professional Assessment**

Comprehensive behavioral health assessments are completed by a licensed mental health or substance abuse professional or by an unlicensed professional working under the supervision of a licensed professional. Staff conducting assessments and using the assessment instruments shall be thoroughly trained so they can accurately gather the required information and strictly adhere to scoring procedures.

The mental health or substance abuse professional that completes the assessment (or update) must sign and date the assessment. If the assessment was completed by a non-licensed mental health or substance abuse professional, the assessment must be thoroughly reviewed, signed and dated by a licensed mental health or substance abuse professional within ten (10) calendar days after the assessment (or update) was completed.

### **Assessment Contents**

A comprehensive behavioral health assessment (or update) must directly address the specific issues that led to the referral and include a review of available mental health and substance abuse records, clinical interviews and behavioral observations that determine the existence or non-existence of a mental disorder or substance related disorder.

Mental health assessments will minimally include:

- Identifying information.
- Reason for the assessment.
- Relevant background information.
- Behavioral observations/mental status examination.
- Interview and/or assessment methods.
- Discussion of findings.
- Diagnostic impressions/formulations.
- Recommendations.

Substance abuse assessments will minimally include:

- Identifying information.

- Reason for assessment.
- Relevant background information.
- Assessment methods.
- Behavioral observations.
- Alcohol and/or other drug abuse patterns.
- Impact of alcohol and/or other drug abuse on major life areas.
- Risk factors for continued alcohol and/or other drug abuse.
- Clinical impressions.
- Recommendations.

### **Updated Assessments**

An updated comprehensive behavioral health assessment may be utilized in lieu of completing a new assessment if the youth's file contains a comprehensive behavioral health assessment completed within the previous twelve (12) months of the youth's admission to the facility or program and the assessment was conducted in accordance with this policy.

The updated comprehensive behavioral health assessment must:

- Be clearly identified as an updated assessment.
- Have the previous comprehensive behavioral health assessment attached.
- Include current information obtained from the youth, the youth's records and the youth's parents/legal guardians.
- Contain current findings, diagnoses and recommendations.

### **Documentation**

All mental health and substance abuse assessments are documented in JJIS.

### **AUTHORITY**

Mental Health Code, MCL 330.1100b

Public Health Code, MCL 333.6233 et seq.

Social Welfare Act, MCL 400.115a(1)(l)